

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Trades Specialist - Electrician, Carpenter, Refrigeration Mechanic, Heating / Air Conditioning, Plumber

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in assigned trade.
- (3) Possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools of the trade. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to assess the job at hand, to develop material, supply and tool lists needed for execution, and execute the job in a safe, efficient and high quality manner. Ability to perform work involving physical strength and endurance and withstand variable weather conditions. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas.

REPORTS TO: Maintenance Supervisor

JOB GOAL

To perform maintenance functions of the assigned trade and cooperate with other trade specialists in maintaining the physical plant in the most efficient and effective manner possible.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Perform all tasks related to maintenance in the areas of plumbing, carpentry, electricity, refrigeration, heating / air conditioning, masonry, painting and other related work.
- (2) Install, maintain and repair certain types of equipment as assigned.
- (3) Perform bench work in the shop as required.
- (4) Develop labor and material costs in planning as required.
- (5) Assist in placing orders and bids, if needed, for parts and materials.
- (6) Assist in maintaining an inventory of parts and materials as needed.
- (7) Provide emergency repair service as directed.
- (8) Assist other maintenance personnel with tasks as needed or directed.
- (9) Assist in developing and maintaining a preventive maintenance program.
- (10) Participate in casualty prevention tests and inspections as required.
- (11) Load and drive maintenance vehicle to assigned site as required.

- (12) Clean up job site upon completion of work.

Inter / Intra-agency Communication and Delivery

- (13) Communicate effectively with staff and vendors.
- (14) Report all observed deficiencies to the Maintenance Supervisor.
- (15) Keep Supervisor informed of potential problems or unusual events.
- (16) Respond to inquiries and concerns in a timely manner.

Employee Qualities / Responsibilities

- (17) Demonstrate initiative in the performance of assigned responsibilities.
- (18) Execute all jobs in a safe, efficient and high quality manner.
- (19) Model and maintain high ethical standards.
- (20) Follow attendance, punctuality and proper dress rules.
- (21) Maintain confidentiality regarding school matters.
- (22) Maintain positive relationships with staff and vendors.
- (23) Participate in workshops and training sessions as required.

System Support

- (24) Prepare all required reports and maintain all appropriate records.
- (25) Follow all School Board policies, rules and regulations.
- (26) Exhibit interpersonal skills to work as an effective team member.
- (27) Demonstrate support for the School District and its goals and priorities.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: By designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 33, Level I, II, or III (as determined by vocational experience and skills)